



THE STUDENT ASSOCIATION

A project's path towards and prior to approval by the Student Council

This document aims to help and support project leaders who are preparing to present a project to the Student Council for approval. It also sets clear standards what the Student Council is expecting when hearing a project proposal. Finally this document also serves as a guideline of what a project can do and perform prior to the approval by the Student Council.

Why must a project be approved by the Student Council?

The Student Council is the Student Association's highest deciding organ. It's the Student Council who decides on the SASSE budget. Should any project want to be added to the budget it is again the Student Council who must approve of this. Excepted are smaller projects (below 50.000 SEK in turnover), they may be authorized by the SASSE Board only.

Motion or Executive motion

All SASSE members are free to submit motions to the Student Council. It has become practice that such motions are being reviewed and approved/denied by the SASSE Board in a first stage. If the motion is approved by the Board it will be presented as an executive motion to the Student Council. Executive motions have a tendency to be easier approved than motions, on reason is that any questions or issues with the motion usually have been addressed by the board already. Make sure you present your motion to the Board well ahead of the Student Council meeting that you want your project to be presented on. All motions to the Board and the Student Council have to be sent in prior to the meeting. Make sure you don't miss the deadline. Deadline for motions to the SASSE Board is before 12.am on Thursdays prior to a meeting. Deadline for motions to the Student Council is 10 working days before the meeting.

How does the Student Council reason?

The Student Council is the strategic organ of the Student Association. It takes a standpoint on whether the project is something that SASSE can stand behind and is something that SASSE should do from a long-term perspective. A lot of this lies outside the project leader's control, but there are a few things a project manager can do to increase the chances for a successful presentation to the Student Council.

Take the following steps:

- First, contact the Board and prepare everything together with the Board member under which your project lies/should lie.
- The next step is to contact the Board of Directors of the Student Council, to receive a first impression of how the Student Council will look at the project. You might for instance discuss questions and criticism raised during the same project the year before.
- Prepare answers/solutions on the feedback received from the Board and the Board of Directors prior to the Student Council meeting.



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What a motion/ executive motion should contain

- Project plan

The content of the project plan may vary depending on the project's nature but generally it is better to give as much information about the project as possible. Something that always has to be included is how this project will be of benefit to all SASSE members and maybe not only your project group. Remember that the Student Council thinks of the overall picture of SASSE. No matter how good your project is, the Student Council will weigh the project against possible risk, overall student benefit and SASSE statues. Attached to this document you will find a project plan template.

- Budget

The budget is an important tool both for the Student Council but also for the project to analyze if the project is economically justifiable and to get a good all-round perception about the project.

Example budget

Project XXX		Best Case		Worst Case		Utfall XXX N-1	
1	XXX Central	Intäkt	Kostnad				Noter
3110	Sponsoring	430 000		300 000		490000	1
3120	Donations	55 000		55 000		100000	2
4063	Print		8 000		6 000		3
4190	Internal meetings		7 000		7 000		4
6011	Telephone		1 000		0		5
6031	Medicine		6 600		6 600		6
	SUM	485 000	22 600	355 000	19 600	590000	19611
	Marginal		80%		62%		93%

You should present a similar budget as presented above. Be sure to include a regular budget but also a “worst case”. These budgets are based on the possible revenue of the project. The regular budget must present a realistic goal while the “worst case” budget needs to show how the project could still survive if the actual revenue would only be 70% of the budgeted revenue. If available, the outcome of the project from the previous year should also be included. Don't forget the last line were you calculate the marginal and sort the accounts in order.

Remember to write in English and talk to the SASSE Treasurer if you have any questions.

How much can you do before a project is approved?

Since the Student Council only meets a few times every year a certain friction occurs. Some projects have to start with their activities before the Student Council gathers for a meeting. But despite this, you must remember that the possibility exists that the Student Council does not approve you as an official SASSE project. To use the Student Associations name externally prior to approval without being an official project is therefore a sensitive question. It can only be done with great caution and in consultation with the responsible SASSE Board member.



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This is mainly to avoid unwanted associations that SASSE seems unprofessional as we first present a project which then doesn't happen. Remember that people usually regard SSE and SASSE as the same thing as we share the same brand.

In case you have to recruit a project group beforehand you have to make sure the members are aware that the project has not yet been cleared by the Student Council. Also make sure they know that changes in the project can therefore still happen. Things that were originally intended to be certain way might change along the process. This doesn't apply only to project group recruitment but to everything within the project. You can only make assumptions, don't promise anything to anyone.